

**Guru Ghasidas Vishwavidyalaya
Schedule to Recruitment and Promotion Rules (Non-Teaching Employees)-2011**

**Appendix-1 to Schedule
COMPOSITON OF SELECTION COMMITTEES FOR DIRECT
RECRUITMENT/OPEN SELECTION**

S. No.	Category of posts	Composition	Remarks
1.	Deputy Registrars, Assistant Registrars, Ministerial, Non-ministerial, Secretarial posts or equivalent other posts	<ol style="list-style-type: none"> 1. Vice-Chancellor/Pro- Vice-Chancellor 2. DCDC/One Dean of the faculties nominated by the Vice-Chancellor. 3. Registrar 4&5. Two members from the Executive Council nominated by the Executive Council who are not the servants of the University 6. One eminent expert/Civil Servant nominated by the Vice-Chancellor, 7. One member from SC/ST category from relevant field nominated by the Vice-Chancellor 8. One member from minority community nominated by the Vice-Chancellor 	Chairman
2.	Group A Technical, Laboratory, Library, Computer Centre or equivalent posts	<ol style="list-style-type: none"> 1. Vice-Chancellor/Pro- Vice-Chancellor 2. DCDC/One Dean of the faculties from the relevant discipline nominated by the Vice-Chancellor. 3. Registrar 4&5. Two members from the Executive Council nominated by the Executive Council who are not the servants of the University 6&7. Two eminent expert from the relevant field nominated by the Vice-Chancellor, 8. One member from SC/ST category from relevant field nominated by the Vice-Chancellor 9. One member from minority community nominated by the Vice-Chancellor 	Chairman
3.	Group B Ministerial, Non-Ministerial, Secretarial, Computer Centre or	<ol style="list-style-type: none"> 1. Vice-Chancellor/Pro-VC 2. Registrar 3. One Dean among the faculties nominated by 	Chairman

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	equivalent posts	<p>the Vice-Chancellor</p> <p>4. Finance Officer</p> <p>5. One member from the Executive Council nominated by the Executive Council</p> <p>6. One member from SC/ST category from relevant field nominated by the Vice-Chancellor</p> <p>7. One member from minority community from relevant field nominated by the Vice-Chancellor</p> <p>8. One external expert nominated by the Vice-Chancellor</p>	
4.	Group B Technical, Laboratory, Library Services or equivalent posts	<p>1. Vice-Chancellor/Pro-VC</p> <p>2. Registrar</p> <p>3. Head of the Department concerned.</p> <p>4. One Dean among the faculties nominated by the Vice-Chancellor</p> <p>5. One member from the Executive Council nominated by the Executive Council</p> <p>6. One member from SC/ST category from relevant field nominated by the Vice-Chancellor</p> <p>7. One member from minority community from relevant field nominated by the Vice-Chancellor</p> <p>8. One expert nominated by the Vice-Chancellor</p>	
5.	Group C, Ministerial, Secretarial, Non-Ministerial, MTS and others equivalent posts	<p>1. Vice-Chancellor/Pro-VC</p> <p>2. Registrar</p> <p>3. Finance Officer</p> <p>4. Controller of Examinations</p> <p>5. One member from the Executive Council nominated by the Executive Council</p> <p>6. One member from ST/SC category nominated by the Vice-Chancellor</p> <p>7. One member from minority community from relevant field nominated by the Vice-Chancellor</p>	Chairman
6.	Group C, Technical, Laboratory, Library, Computer Centre or equivalent	<p>1. Vice-Chancellor/Pro-VC</p> <p>2. Registrar</p> <p>3. Dean, Faculty concerned</p> <p>4. Head of the Section/department concerned</p> <p>5. One member from the Executive Council</p>	Chairman

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		nominated by the Executive Council 6. One member from ST/SC category nominated by the Vice-Chancellor 7. One member from minority community nominated by the Vice-Chancellor	

Note:-

At least three persons including the Chairman but excluding SC/ST/Minority representative present in the meeting shall form the quorum.

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**Appendix-II to Schedule
COMPOSITION OF SELECTION COMMITTEES FOR DEPARTMENTAL
PROMOTION OR LIMITED DEPARTMENTAL EXAMINATION**

S. No.	Category of posts	Composition	Remarks
1.	Joint Registrar, Deputy Registrars, Assistant Registrars, Ministerial, Non-ministerial, Secretarial and other equivalent posts	<ol style="list-style-type: none"> 1. Vice-Chancellor/ Pro- Vice-Chancellor 2. DCDC/One Dean of the faculties nominated by the Vice-Chancellor. 3. Registrar 4. Finance Officer 5. One eminent expert/Civil Servant nominated by the Vice-Chancellor, 6. One member from SC/ST category from relevant field nominated by the Vice-Chancellor 7. One member from minority community from relevant field nominated by the Vice-Chancellor 	Chairman
2.	Group A Technical, Laboratory, Library, Computer Centre posts	<ol style="list-style-type: none"> 1. Vice-Chancellor/ Pro- Vice-Chancellor 2. DCDC/One Dean of the faculties nominated by the Vice-Chancellor. 3. Registrar 4. Finance Officer 5. One eminent expert nominated by the Vice-Chancellor, 6. One member from SC/ST category from relevant field nominated by the Vice-Chancellor 7. One member from minority community from relevant field nominated by the Vice-Chancellor 	Chairman
3.	Group B Ministerial, Non-Ministerial, Secretarial, Computer Centre or equivalent other posts	<ol style="list-style-type: none"> 1. Vice-Chancellor/ Pro- Vice-Chancellor 2. Registrar 3. DCDC/One Dean of the faculties nominated by the Vice-Chancellor. 4. Finance Officer 5. One member from the Executive Council nominated by the Vice-Chancellor. 6. One member from SC/ST category from relevant field nominated by the Vice-Chancellor 	Chairman

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		7. One member from minority community from relevant field nominated by the Vice-Chancellor	
4.	Group B Technical, Laboratory' Library Services or equivalent posts	<ol style="list-style-type: none"> 1. Vice-Chancellor/ Pro- Vice-Chancellor 2. Registrar 3. DCDC/One Dean of the faculties nominated by the Vice-Chancellor. 4. Head of the Section/Department 5. One member from the Executive Council nominated by the Vice-Chancellor 6. One member from SC/ST category from relevant field nominated by the Vice-Chancellor 7. One member from minority community from relevant field nominated by the Vice-Chancellor 	Chairman
5.	Group C Ministerial, Secretarial, Non-Ministerial and other equivalent posts	<ol style="list-style-type: none"> 1. Registrar 2. Finance Officer 3. Controller of Examinations 4. One member from the Executive Council nominated by the Vice-Chancellor. 5. One member from SC/ST category nominated by the Vice-Chancellor 7. One member from minority community nominated by the Vice-Chancellor 	Chairman
6.	Group C Technical, Laboratory, Library, Computer Centre or equivalent	<ol style="list-style-type: none"> 1. Dean Concern/Dean to be nominated by the Vice-Chancellor 2. Registrar 3. Director/Head of the Section/Department/Computer Centre 4. One member from the Executive Council nominated by the Vice-Chancellor. 5. One member from SC/ST category nominated by the Vice-Chancellor 7. One member from minority community nominated by the Vice-Chancellor 	Chairman

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Note:-

1. At least three persons including the Chairman but excluding SC/ST/Minority representative present in the meeting shall form the quorum.

ANNEXURE-I

Proposal for General Advertisement/Convening Departmental Promotion Committee for Group A, B and C Non-Teaching Posts. (A separate form may be used for each type of post)

1.

(a) Department :-.....

(b) Designation of vacant post :-.....

(d) Number of vacant post(s) :-.....

(e) Nature of vacancies.

(i) Permanent/Temporary but likely to become permanent No.....

(ii) Temporary (for more than one year) No.....

2. Permanent/Temporary but likely to become permanent posts vacated by which persons:-

Name of earlier Incumbent	Category	Vacated by retirement/resignation /promotion/any other cause

3. Scale of pay of the post(s) : Rs.....

4. Qualifications to be specified:

(a) Essential :

.....

.....

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(b) Desirable :

.....

.....

5. Details of last three appointments made on posts having same designation in the Department:

S. No.	Name of person appointed	Date of appointment	Category	Whether appointed through Open recruitment or by departmental promotion

6. Number of vacancies (out) of vacancies specified in column 1 (e) to be filled by open recruitment on the basis of general advertisement, and to be filled by Departmental Promotion, in accordance with approved promotion policy of University.

Nature of Vacancies	No of posts to be filled by Open Recruitment		No of posts to be filled by Departmental Promotion	
	Total	Category wise details	Total	Category wise details
Permanent/Temporary but likely to become permanent				
Temporary (for more than one year)				

Date

Signature of AR/DR (Administration)

ANNEXURE II

No. /Estt/Admn/

Bilaspur, Dated:

NOTIFICATION

Applications are invited on the prescribed proforma for filling the post ofin the Department of through Limited Departmental Examination.

The following are the approved qualifications for the post:

1.
.....
2.
.....
3.
.....
4.
.....

The prescribed proforma of application may be obtained from the Administration Section on any working day during office hours. The last date of receipt of applications on prescribed proforma is..... ..The applications received after the last date will not be entertained.

By order
Registrar

Annexure-III

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PROFORMA OF BIO-DATA FOR CONSIDERATION BY THE
 DEPARTMENTAL PROMOTION COMMITTEE

1. Name in full :
- (In Block Letters)
2. Designation :
3. Working continuously on above post with effect from which date:
4. Date of Birth :
5. Present basic Pay :
6. Date of joining service in the University :
7. Date of confirmation to the present post :
8. Category SC/ST/OBC/PH :-

9. Academic Qualification:

S. No.	Examination Passed	Year of Passing	University /Board	Division and %age of marks

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10. Appointments so far held :

S. No.	Name of Instt./ Deptt./Office	Position held	From	To	Temporary/ Probation/Permanent

Declaration

I certify that the information given above is correct and factual to the best of my knowledge.

Date.....

SIGNATURE.....
 NAME.....
 DEPARTMENT.....

Forwarding remarks of the Head of the Department concerned.

.....

Date.....

(Signature of the Head of the Department/Office)

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ANNEXURE-IV

REPORT OF DEPARTMENTAL PROMOTION COMMITTEE
 PART-1

(To be filled by Office)

1. Name of Department/Office :
2. Designation of Post :
3. Pay scale of Post :
4. Number and nature of vacancies to be filled by departmental promotion

Nature of Vacancies	No of posts to be filled by Open Recruitment		No of posts to be filled by Departmental Promotion	
	Total	Category wise details	Total	Category wise details
Permanent/Temporary but likely to become permanent				
Temporary (for more than one year)				

5. Panel of eligible candidates in order of seniority/merit to be considered by Departmental Promotion Committee.

S. No.	Name of Candidate	Remarks

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Section Officer

**Assistant Registrar/Deputy
Registrar**

PART-2

(To be filled by Departmental Promotion Committee)

1. Date of meeting :.....
2. Place of meeting :.....
3. Names of members of Committee present in the meeting:
 1.
 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.

4. Names of candidates considered for departmental promotion.

S. No.	Name of Candidate

5. Name of candidates in order of seniority/merit found suitable for promotion to fill up the available vacancies as given in report of Administration Section-

S. No.	Name of Candidate	Appointment is recommended against Permanent/Temporary but likely to become permanent

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6. In case of appointments recommended on permanent/temporary but likely to become permanent vacancies in (5) above the specific recommendations, if any of the committee regarding waiver of probation, or grant of advance increments:

S. No.	Name of Candidate	Recommendation, if any, regarding waiver of probation or grant of advance increments

7. Since the number of candidates recommended for the appointment by departmental promotion as given in (5) above is less than the number of available vacancies to be filled by departmental promotion, the Committee recommends that a second panel of eligible candidates be prepared and put up for consideration of the Committee in accordance with approved promotion policy of the University.

(Please strike out if not applicable)

8. Signatures of members of Department Promotion Committee:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.